



# **State of New Hampshire Department of Health and Human Services**

REQUEST FOR APPLICATION  
RFA-2018-ESU-01-METRO

FOR

**Metropolitan Medical Response System (MMRS)  
Task Force Commander**

August 3, 2017



## **REQUEST FOR APPLICATIONS**

### **1. Request for Services**

This Request for Applications (RFA) is published to solicit applications for a Task Force Commander who will provide expertise, supervision and management of a volunteer task force that would be deployed in the event of disasters or public health emergencies.

The Department is seeking an individual who can provide the following skills/tasks/services:

- Oversight of the volunteer task force.
- Direct leadership of volunteers.
- Ability to communicate effectively.
- Demonstrated written and verbal skills.
- Ability to train volunteers for response to a number of different types of incidents.

#### **1.1. Compensation & Contract Value**

The Department will enter into one (1) contract with one (1) vendor for provision of services outline in this RFA and Appendix C, Scope of Services.

The selected vendor will be compensated at an all-inclusive rate of \$50 per hour for a maximum annual contract value of up to \$9,975 per year, for a maximum 2 year contract value of \$19,950.

#### **1.2. Contract Period**

The contract resulting from this RFA will be effective upon Governor and Executive Council approval through June 30, 2019.

The Department reserves the right to renew the contract for up to two (2) additional years, contingent upon continued availability of funds, satisfactory vendor performance, and Governor and Executive Council approval.



### 1.3. Required Services

- 1.3.1. The selected applicant must directly supervise and manage the New Hampshire Metropolitan Medical Response System Medical Task Force 1 (MTF-1), which is a self-contained unit of volunteer doctors, nurses, pharmacists, paramedics, EMT's, mental health professionals, and non-medical personnel.
- 1.3.2. The selected applicant must be available for missions that may include, but are not limited to:
  - 1.3.2.1. Medical support at hazardous material events.
  - 1.3.2.2. Mass casualty incidents.
  - 1.3.2.3. Weapons of mass destruction.
  - 1.3.2.4. Public health events
  - 1.3.2.5. Assisting hospitals during a surge event.
- 1.3.3. The selected applicant must maintain proficiency in emergency preparedness and disaster response to better plan, develop and implement the training needs of the NH Metropolitan Medical Response Team to increase the delivery capability of advanced field health care in NH and surrounding states.
- 1.3.4. The selected applicant must have demonstrated interpersonal skills that are conducive deployments and learning environments for MMRS, Community Emergency Response Team (CERT), Medical Reserve Corps (MRC), and other existing medical response organizations.
- 1.3.5. The selected applicant must maintain valid CDL-B license and DOT (Department of Transportation) medical card.
- 1.3.6. The selected vendor must recruit and train volunteers and maintain proper team rotation during extended incidents.
- 1.3.7. The selected applicant must file reports with the Department regarding contract activities.
- 1.3.8. The selected applicant must provide all services detailed in Appendix C, Scope of Services.



## 1.4. Application Scoring (150 Points)

### 1.4.1. Scoring Applicant Capability – Applicant capability will be allocated a maximum score of 100 points. The applicant must demonstrate the capability to perform all services requested in this RFA.

1.4.1.1. **Question 1 of 5** – Describe, in narrative form, your capability to perform the entire scope of work outlined in this RFA, including any specialized classes, trainings and/or seminars attended that addressed emergency preparedness and training.

1.4.1.2. **Question 2 of 5** – Briefly describe your depth of knowledge and ability to teach volunteers.

### 1.4.2. Scoring of Vendor Demonstrated Ability – Applicant's demonstrated ability will be allocated a maximum score of 50 points. The applicant must demonstrate the ability to perform all services requested in this RFA.

1.4.2.1. **Question 3 of 5** – Provide, in narrative form, a summary of your experience and/or training completed that demonstrates your ability to work with an all-volunteer staff.

1.4.2.2. **Question 4 of 5** – Provide three (3) references of individuals or establishments with whom you have a professional relationship. Applicants must provide:

1.4.2.2.1. Name of Individual/Establishment

1.4.2.2.2. Length of Time Known

1.4.2.2.3. Nature of relationship, including any testimonials, reviews of job performance, and/or types of volunteer activities performed.

1.4.2.3. **Question 5 of 5** – Provide your Curriculum Vitae or Resume, including credentials.

**Total Points Available for this RFA – 150 Points**

## 2. Notices

### 2.1. RFA Amendment

2.1.1. The Department reserves the right to amend this RFA, as it deems appropriate prior to the Application submission deadline on its own initiative or in response to issues raised through Applicant questions. In the event of an amendment to the RFA, the Department, at its sole discretion, may extend the Application submission deadline. The amended language will be posted on the the Department's Internet site.

### 2.2. Application Submission

2.2.1. Applications submitted in response to this RFA must be received no



later than the time and date specified in Section 3.2. Applications must be addressed for delivery to the Procurement Coordinator identified in Section 3.2.1. Applications must be marked with RFA-2018-ESU-01-METRO.

- 2.2.2. Late submissions will not be accepted and will remain unopened. Disqualified submissions will be discarded if not re-claimed by the Applicant by the time the contract is awarded. Delivery of the Application shall be at the Applicant's expense. The time of receipt shall be considered when an Application has been received by the Department, in accordance with its established policies. The State accepts no responsibility for mislabeled mail. Any and all damage that may occur due to shipping shall be the Applicant's responsibility.
- 2.2.3. Applicants shall be presumed to be in agreement with the terms and conditions of the RFA and the sample contract in Appendix B, unless Applicant takes specific exception to one or more conditions through specifying these on Appendix A. For instructions see Appendix A.

## **2.3. Non-Collusion**

- 2.3.1. The Applicant's required signature on the Transmittal Cover Letter for an Application submitted in response to this RFA guarantees that the prices, terms and conditions, and services have been established without collusion with other Applicants and without effort to preclude the Department from obtaining the best possible Application.

## **2.4. Applicant Withdrawal**

- 2.4.1. Prior to the Closing Date for receipt of Applications, an Application may be withdrawn by submitting a written request for its withdrawal to Procurement Coordinator identified in Section 3.2.1.

## **2.5. Public Disclosure**

- 2.5.1. The content of a bidder's Application must remain confidential until the Governor and Executive Council have approved a contract as a result of this RFA. A Bidder's disclosure or distribution of the contents of its Application, other than to the State, will be grounds for disqualification at the State's sole discretion.
- 2.5.2. The content of each Application and addenda thereto will become public information once the Governor and Executive Council have approved a contract. Any information submitted as part of an Application in response to this RFA may be subject to public disclosure under RSA 91-A. In addition, in accordance with RSA 9-F:1, any contract entered into as a result of this RFA will be made



accessible to the public online via the website Transparent NH ([www.nh.gov/transparentnh/](http://www.nh.gov/transparentnh/)). Accordingly, business financial information and proprietary information such as trade secrets, business and financials models and forecasts, and proprietary formulas may be exempt from public disclosure under RSA 91-A:5, IV.

- 2.5.3. Insofar as an Applicant seeks to maintain the confidentiality of its confidential commercial, financial or personnel information, the Applicant must clearly identify in writing the information it claims to be confidential and explain the reasons such information should be considered confidential. This should be done by separate letter identifying by page number and Application section the specific information the Applicant claims to be exempt from public disclosure pursuant to RSA 91-A:5.
- 2.5.4. Each Applicant acknowledges that DHHS is subject to the Right-to-Know Law New Hampshire RSA Chapter 91-A. DHHS shall maintain the confidentiality of the identified confidential information insofar as it is consistent with applicable laws or regulations, including but not limited to New Hampshire RSA Chapter 91-A. In the event DHHS receives a request for the information identified by an Applicant as confidential, DHHS shall notify the Applicant and specify the date DHHS intends to release the requested information. Any effort to prohibit or enjoin the release of the information shall be the Applicant's responsibility and at the Applicant's sole expense. If the Applicant fails to obtain a court order enjoining the disclosure, DHHS may release the information on the date DHHS specified in its notice to the Applicant without incurring any liability to the Applicant.

## **2.6. Non-Commitment**

- 2.6.1. Notwithstanding any other provision of this RFA, this RFA does not commit DHHS to award a Contract. DHHS reserves the right to reject any and all Applications or any portions thereof, at any time and to cancel this RFA and to solicit new Applications under a new Application process.

## **2.7. Liability**

- 2.7.1. By submitting an Application in response to this RFA, an Applicant agrees that in no event shall the State be either responsible for or held liable for any costs incurred by an Applicant in the preparation or submittal of or otherwise in connection with an Application, or for work performed prior to the Effective Date of a resulting contract.

## **2.8. Request for Additional Information or Materials**

- 2.8.1. During the period from date of Application submission to the date of



Contractor selection, DHHS may request of any Applicant additional information or materials needed to clarify information presented in the Application. Key personnel shall be available for interviews.

## **2.9. Oral Presentations and Discussions**

- 2.9.1. DHHS reserves the right to require some or all Applicants to make oral presentations of their Application. Any and all costs associated with an oral presentation shall be borne entirely by the Applicant.

## **2.10. Contract Negotiations and Unsuccessful Applicant Notice**

- 2.10.1. If an Applicant(s) is selected, the State will notify the successful Applicant(s) in writing of their selection and the State's desire to enter into contract negotiations. Until the State successfully completes negotiations with the selected Applicant(s), all submitted Applications remain eligible for selection by the State. In the event contract negotiations are unsuccessful with the selected Applicant(s), the evaluation team may recommend another Applicant(s).
- 2.10.2. In order to protect the integrity of the bidding process, notwithstanding RSA 91-A:4, no information shall be available to the public, or to the members of the general court or its staff, concerning specific responses to requests for bids (RFBs), requests for proposals (RFPs), requests for Applications (RFAs), or similar requests for submission for the purpose of procuring goods or services or awarding contracts from the time the request is made public until the closing date for responses except that information specifically allowed by RSA 21-G:37.

## **2.11. Scope of Award and Contract Award Notice**

- 2.11.1. DHHS reserves the right to award a service, part of a service, group of services, or total services and to reject any and all Applications in whole or in part. A contract award is contingent on approval by the Governor and Executive Council.
- 2.11.2. If a contract is awarded, the Applicant must obtain written consent from the State before any public announcement or news release is issued pertaining to any contract award.

## **2.12. Site Visits**

- 2.12.1. The Department may, at its sole discretion, at any time prior to contract award, conduct a site visit at the bidder's location or at any other location deemed appropriate by the Department, in order to determine the bidder's capacity to satisfy the terms of this RFP/RFB/RFA. The Department may also require the bidder to produce additional documents, records, or materials relevant to



determining the bidder's capacity to satisfy the terms of this RFP/RFB/RFA. Any and all costs associated with any site visit or requests for documents shall be borne entirely by the bidder.

### 2.13. Protest of Intended Award

- 2.13.1. Any challenge of an award made or otherwise related to this RFA shall be governed by RSA 21-G:37, and the procedures and terms of this RFA. The procedure set forth in RSA 21-G:37, IV, shall be the sole remedy available to challenge any award resulting from this RFA. In the event that any legal action is brought challenging this RFA and selection process, outside of the review process identified in RSA 21-G:37, IV, and in the event that the State of New Hampshire prevails, the challenger agrees to pay all expenses of such action, including attorney's fees and costs at all stages of litigation.

### 2.14. Contingency

- 2.14.1. Aspects of the award may be contingent upon changes to State or federal laws and regulations.

## 3. Application Process

Application documents identified below must be submitted on standard eight and one-half by eleven inch (8 ½" X 11") white paper, using font size 12 or larger. Application documents must be presented in the order indicated below and stapled in the top left hand corner.

Applications must conform to all instructions, requirements and contents indicated below.

### 3.1. Application Content

- 3.1.1. **A Transmittal Cover Letter** on the Applicant's letterhead that must:
  - 3.1.1.1. Reference, "RFA-2018-ESU-01-METRO";
  - 3.1.1.2. Identify the name, title, mailing address, telephone number and email address of the person authorized by the Applicant to contractually obligate the agency or individual;
  - 3.1.1.3. Acknowledge that the Applicant has read this Request for Application, understands it, and agrees to be bound by its requirements;
  - 3.1.1.4. Confirm that Appendix A, Exceptions to Terms and Conditions, is included with the Application (Appendix A is attached);
  - 3.1.1.5. Contain the date that the Application was submitted; and



- 3.1.1.6. Be signed by an individual who is authorized to bind the Applicant to all statements, including services and prices contained in this Request for Application.
- 3.1.2. **Licenses, Certificates and Permits** as required by this Request for Application.
- 3.1.3. Current Certificate of Insurance
- 3.1.4. Three (3) references for the Applicant. Each reference must include:
  - 3.1.4.1. Name, address, telephone number of the reference.
  - 3.1.4.2. Description of the nature of the relationship between the Applicant and the reference.
  - 3.1.4.3. Length of time the reference has been affiliated with the Applicant.
- 3.1.5. **Affiliations – Conflict of Interest Statement** regarding any and all affiliations that might result in a conflict of interest. Explain the relationship and how the affiliation would not represent a conflict of interest
- 3.1.6. **Responses** to Questions in Section 1.4, Application Scoring.



## 3.2. Schedule of Events & Application Submission Deadline

### 3.2.1. Application Timetable

Application Timetable		
Item	Action	Date
1.	Release RFA	August 3, 2017
2.	RFA questions due	August 10, 2017
4.	DHHS answers to RFA questions posted	August 11, 2017
5.	Application Submission, this RFA remains open until filled. <b><i>The Department will begin reviewing applications at 2:00 PM August 18, 2017</i></b>	<b>by 2:00pm</b> August 18, 2017

*All times are according to Eastern Time. DHHS reserves the right to modify these dates at its sole discretion.*

- 3.2.2. This RFA will remain open until filled. **The Department will begin reviewing applications received on August 18, 2017.** All Applications must be submitted to:

State of New Hampshire  
Department of Health and Human Services  
Shannon DuBreuil  
Contracts & Procurement Unit  
129 Pleasant Street  
Concord NH 03301  
Email: [Shannon.DuBreuil@dhhs.nh.gov](mailto:Shannon.DuBreuil@dhhs.nh.gov)  
Phone: (603) 271-9615

## 4. Additional Information

- 4.1. Appendix A – Exceptions to Terms and Conditions
- 4.2. Appendix B – Contract Minimum Requirements
- 4.3. Appendix C – Scope of Services